

**CHAPTER 1**  
**ADMINISTRATIVE OPERATIONS**  
**ARTICLE 9**  
**STATE LIBRARY**

Section.

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**§ 1-901. General use.**

The general public may use at the library premises and during regular library hours the material housed in the Nebraska State Library and may, at the user's expense, photocopy library materials in accordance with the copyright laws, utilizing photocopy equipment located on the library premises.

Rule 1 amended February 26, 2003. Renumbered and codified as § 1-901, effective July 18, 2008.

**§ 1-902. Special use.**

(A) State Senators, Justices of the Supreme Court, Judges of the Court of Appeals, Directors of State agencies, and the Attorney General, and members of their respective staffs, may check out and use away from the library premises for a period of no more than 10 days any material required in the performance of their duties; provided, however, that the librarian shall call for its return sooner if the material checked out is needed by a State Senator, Justice of the Supreme Court, or Judge of the Court of Appeals.

(B) Unless return is requested sooner by the librarian, the following material may be checked out from the library and used away from the library premises by members of the Nebraska State Bar Association for a period of not more than 5 days:

- American Jurisprudence Proof of Facts
- American Jurisprudence Trials
- Bound Periodicals
- Bound Federal Register
- Nebraska Continuing Legal Education Seminar Manuals
- Advance Sheets (retired)
- State Reports, Nebraska excluded
- Code of Federal Regulations (retired)
- Treatises
- U.S. Government Publications, not otherwise designated

(C) Members of the Nebraska State Bar Association may check out the following materials for no more than 1 day:

- American Jurisprudence 2d

American Jurisprudence Pleading and Practice Forms  
American Law Reports  
BNA Tax Management Portfolios  
Code of Federal Regulations (current)  
Corpus Juris Secundum  
Legal Forms Books  
Looseleaf Services (BNA & CCH)  
Nebraska Briefs  
Nebraska How to Practice Manuals  
Nebraska Jury Instructions  
Personal Injury Valuation Handbooks  
State and Federal Court Rules  
State Jury Instructions  
U.S. Code Service  
Unbound Periodicals  
State Statutes, Session Laws, Nebraska excluded  
Unbound Federal Register  
Words and Phrases

(D) Materials not specified in § 1-902(B) and (C) may not be checked out by anyone other than those users specified in § 1-902(A).

Rule 2 amended January 19, 1995; Rule 2 amended February 26, 2003. Renumbered and codified as § 1-902, effective July 18, 2008.

### **§ 1-903. Checkout procedures.**

The librarian shall devise a checkout system which ensures that the identity of the material checked out and the name, address, and telephone number of the user who checked it out are known at all times.

Rule 3 amended February 26, 2003. Renumbered and codified as § 1-903, effective July 18, 2008.

### **§ 1-904. Renewals.**

Checkout of materials specified in § 1-902(B) may be renewed for one additional 5-day period, unless the material is called for by the librarian. Checkout of materials specified in § 1-902(C) may not be renewed.

Rule 4 adopted February 26, 2003. Renumbered and codified as § 1-904, effective July 18, 2008.

### **§ 1-905. Timely return in good condition.**

Failure to make timely return of items in good condition may result in the loss of checkout privileges.

Rule 5 (previously numbered 4) amended February 26, 2003. Renumbered and codified as § 1-905, effective July 18, 2008.

### **§ 1-906. Public computers and internet access.**

(A) Purpose. The Nebraska State Library provides current, comprehensive, and efficient resources for legal information, allowable within its budget, to the Nebraska Judiciary, the legal community, and the

public. The purpose of this rule is to ensure that Nebraska State Library users have reasonable access to the library's electronic resources while respecting the rights of others.

(B) Disclaimer. Patrons access Nebraska State Library computers at their own risk. Legal information may be inaccurate, out of date, or incomplete. Users of the computers are encouraged to exercise caution and critical judgment in evaluating the validity of information accessed via the Internet. Users of the library computers shall have no expectation of privacy while using the resources. The Nebraska State Library assumes no responsibility for damages, direct or indirect, arising from the use of the computers.

(C) Acceptable uses.

(1) Nebraska State Library public computers and Internet access are provided to conduct legal research or to retrieve federal, state, or local government documents.

(2) E-mail accounts may be used to send legal research results to the user's home or office.

(3) More than one person may share a computer terminal as long as it is by mutual agreement and their behavior and conversation do not disturb other library users or library staff.

(4) Children under the age of 18 may use the computers to research a legal issue only with the permission of library staff.

(D) Unacceptable uses.

(1) Nebraska State Library computers may not be used for any purpose that violates federal, state, or local laws, including violation of applicable laws pertaining to intellectual property.

(2) Nebraska State Library computers may not be used to add, modify, change, alter, damage, download, save, upload, evade, or otherwise interfere or change any established computer hardware, software, security, or other computer system.

(3) Nebraska State Library computers may not be used for non-research purposes, such as e-mail, chat rooms, games, pornography, commercial activities, solicitation of funds, or product sales.

(4) Nebraska State Library computers may not be used to engage in any illegal purpose, including, but not limited to, hacking, misrepresentation, harassment, slander, or the intimidation or threatening of another person or entity.

(5) Nebraska State Library computers may not be shut off or restarted by users.

(E) Time. Terminals are available on a first come, first serve basis. Research periods are limited to 30 minutes if someone is waiting to use the terminal. Users are requested to be considerate of the patrons waiting to use the terminal.

(F) Right to Privacy. All library users are expected to respect the privacy of those using the Nebraska State Library public computers and not interfere with their use. Public computer workstations are located in open areas where others may see words or images that appear on the computer monitors. Users must be aware that this public environment precludes any guarantee of privacy.

(G) Printing. Printing costs 10 cents per printed page. Printed materials may be picked up and paid for at the library's front desk.

(H) Enforcement of Policy. Users who engage in illegal activities on the Internet will be reported to the appropriate authorities. Failure to use Nebraska State Library public computers and Internet access appropriately and in accordance with this rule may result in:

- (1) Suspension of equipment use privileges; and/or
- (2) Suspension of access to the Nebraska State Library.

Each Library staff person has the authority and responsibility to enforce this rule.

Rule 6 adopted November 30, 2005. Renumbered and codified as § 1-906, effective July 18, 2008.